

# Treasurer

**Supervisor:** President

**Department:** Executive

**Date Created or Revised:** August 2019

## Purpose

The treasurer works to maintain financial stability of the chapter through remittance of international alumnae dues and disbursements of the chapters.

## Responsibilities

- Collect international alumnae dues and local alumnae chapter dues, if the chapter has a bank account.
  - International alumnae dues payments can be remitted by individuals at GammaPhiBeta.org. Collection of local alumnae chapter dues is not required.
  - Send international dues payments collected by the chapter to Gamma Phi Beta's lockbox using the Remittance Report found on Beta Base.
- Manage the Member Roster on Beta Base as international dues payments are submitted.
- Submit the appropriate tax forms to the Internal Revenue Service by December 15 annually, if the chapter has an open bank account.
- Keep records of all collections and disbursements of the alumnae chapter.
- Keep records of bank account information and the chapter's EIN, if collecting local alumnae chapter dues.
- Maintain Beta Base Reporting and the completion of the following reports:
  - Treasurer's Report
  - Form 990 Upload
  - Member Roster

## Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the chapter's financial history.
- Communicate with the alumnae chapter supervisor about questions relating to dues payments and remittance.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

**Preferred Competencies and Experiences**

- Previous leadership experience in an organization preferred
- Understanding of financial best practices and ethics
- Diligence in organizational management
- Engages in decision-making
- Consults resources when making decisions
- Identifies chapter needs

